**CHECK LIST**

**Proposed Alignment Graphics  (ALN)**

1.  Is everything drawn with the correct symbology? (refer to Baseline Guideline Manual)
2.  Are the scale, working units and global origin correct?
3.  Does file have coordinate integrity?
4.  Is file named following naming conventions?
5.  Do reference files "reference" correctly?
6.  Does the stationing start with 10+00?
7.  Do the control stations have correct number of decimal places?
8.  Are stations labeled correctly with equalities where needed?
9.  Is text rotated to be readable as going down line (reference alignment)?
10. Are levels 20, 61 & 63 turned off?
11. Is the file in the unrotated, top view and settings been saved?
12. Was file run with MrChecker?


**Baseline Alignment Graphics  (BLN)**

1.  Is everything drawn with correct symbology? (refer to Baseline Guideline Manual)
2.  Are the scale, working units and global origin correct?
3.  Does file have coordinate integrity?
4.  Is file named following naming conventions?
5.  Do reference files "reference" correctly?
6.  Does stationing start with 5+00 (stationed from S to N or W to E and North arrow never pointing down a plan sheet page)?
7.  Do control stations have the correct number of decimal places?
8.  Are stations labeled correctly with equalities shown where needed?
9.  Is the orientation of text correct?
10. Is text rotated to be readable as going down line?
11. Are correct symbols shown at control points?
12. Are control point symbols rotated to appear as a diamond?
13. Are bearings shown to the nearest 0.1 of a second?
14. If –T- lines are needed, is ALL of the –T- line shown on level 45
15. Do –T- lines have the correct symbols with the Elevations and Descriptions shown?
16. Is –T- line shown as per the Hydro Manual?
17. Is the Datum Description located in this file and rotated correctly?
18. Is the Datum Description filled out correctly and the status <u>not</u> been dropped?
19. Does the BLN file match the control TXT file?
20. Do equality stations and the datum description cross-reference with the TXT file?
21. Has fill, for baseline monuments and benchmarks, been turned on?
22. Are benchmarks shown and  rotated correctly?
23. Do benchmarks have station and offset (even if beyond ends of baseline)?
24. Are levels 20, 61 & 63 turned off?
25. Is the file in the unrotated, top view and settings been saved?
26. Do the control points and ends of lines have the same coordinates?
27. Was file run with MrChecker?

**Existing Alignment Graphics (ELN)**

1. Is everything drawn with correct symbology? (refer to Baseline Guideline Manual)
2. Are the scale, working units and global origin correct?
3. Does file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is the only text in the file showing the name of lines (no bearings, distances, or stationing)?
7. Are levels 20, 61 & 63 turned off?
8. Is the file in the unrotated, top view and settings been saved?
9. Was the file run with MrChecker?


**Alignment Text (CONTROL TXT)**

1. Is file named following naming conventions?
2. Does file contain office name with personnel list, route, index and a datum description?
3. Does it have a statement of whether job is English or Metric?
4. Is the datum description in file, filled out correctly and cross referenced to the BLN file?
5. Does the file show all coordinates, bearings, distances, stationing (with equalities where needed) and elevations to correct decimal places to reestablish each baseline?
6. Is the road name and SR number above each alignment?
7. Are the benchmarks in the file and showing XYZ, BL station, offset (each with correct decimal places) and a description.
8. Does file show and describe all control points set?
9. Do all equalities cross-reference?
10. Is the –T- line caution statement present?
11. Do all alignments start with the correct station as per the baseline guideline manual?


**Utility Data Graphics (UTL)**

1. Is everything drawn with the correct symbology? (refer to Hydro Guideline Manual, page 8, figure 8)
2. Are the scale, working units and the global origin correct?
3. Does the file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is orientation of text correct?
7. Is text rotated to be readable as going down line (reference alignment)?
8. Is all text readable with no lines drawn over it (even with reference files)?
9. Are mm's shown on all metric dimensions less than a meter?
10. Are levels 20, 61 & 63 turned off?
11. Is the file in the unrotated, top view and settings been saved?
12. On short UTL lines, make sure there is a letter to identify line (i.e. G=gas). Going to the main menu pallet\change attributes\dynamically modify\shift, highlight line and drag can do this.
13. Was file run with MrChecker?


**Sue Utility Data Graphics (SUE)**

1. Is everything drawn with the correct symbology?

2. Are the scale, working units and the global origin correct?
3. Does the file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is orientation of text correct? (including inline text)
7. Is text rotated to be readable as going down line (reference alignment)?
8. Is all text readable with no lines drawn over it (even with reference files)?
9. Are mm's shown on all metric dimensions less than a meter?
10. Have utility poles been removed from file?
11. Are levels 20, 61 & 63 turned off?
12. Is the file in the unrotated, top view and settings been saved?
13. On short UTL lines, make sure there is a letter to identify line (i.e. G=gas). This can be done by going to the main menu pallet\change attributes\dynamically modify\shift, highlight line and drag
14. Was file run with MrChecker?


## Hydro Graphics (3D HYL)

1. Is everything drawn with the correct symbology? (refer to Hydro Guideline Manual)
2. Are the scale, working units and the global origin correct?
3. Does the file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is orientation of text correct?
7. Is text rotated to be readable as going down line (reference alignment)?
8. Is all text readable with no lines drawn over it (even with reference files)?
9. Are mm's shown on all metric dimensions less than a meter?
10. Are levels 20, 61 & 63 turned off?
11. Is the file in the unrotated, top view and settings been saved?
12. Are culverts labeled correctly?
13. Is the culvert table present?
14. Was file run with MrChecker?


## Property Graphics (PRL)

1. Is everything drawn with the correct symbology?
2. Are the scale, working units and the global origin correct?
3. Does the file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is orientation of text correct?
7. Is text rotated to be readable as going down line (reference alignment)?
8. Is all text readable with no lines drawn over it (even with reference files)?
9. If a metric file, are the distances on the property line shown correctly with three decimal places and no "m"?
10. Are "Existing  R/W" labels on the property side of the Right of Way line?
11. Are there no dimensions on the ROW lines?
12. Are the R/W widths shown where necessary?
13. Are levels 20, 61 & 63 turned off?
14. Is the file in the unrotated, top view and settings been saved?
15. Was file run with MrChecker?

**Property Owner Contacts (MDB)**

1. Is the project information filled out completely and correctly?
2. Is property owner contact report filled out completely and with all current comments and information?
3. Is file named following naming conventions?


**DTM Graphics (DTL)**

1. Is everything drawn with the correct symbology as per DTM manual?
2. Are the scale, working units and the global origin correct?
3. Does the file have coordinate integrity?
4. Is file named following naming conventions?
5. Do reference files "reference" correctly?
6. Is the dissolve option, side length, curve stroking and minimum linear distance filled out on the transmittal, and do they agree with what the field office used?
7. Does file extract correctly?
8. Does duplicate point report process clean (no duplicate points)?
9. Does crossing breakline report, process clean (no crossing breaklines)?
10. After loading triangles from both your tin and field's tnl, do they match?
11. Do triangles draw correctly without crossing over break lines?
12. Does loaded contours make sense without spikes and holes? (go to right view and load contours to check for holes and spikes)
13. Are levels 20, 61 & 63 turned off?
14. Is the file in the unrotated, top view and settings been saved?
15. Was file run with MrChecker?


**Tin file (TNL)**

1. Is file named following naming conventions?
2. Has file been created accurately with correct dissolve option and side length (labeled on transmittal)?
3. Do triangle statistics indicate accurate data?
4. Do contours indicate accurate data?
5. Are the TINs from the field office and mine the same size (KB)?


**Geopak file (GPK)**

1. Is the file named following naming conventions?
2. Does the file contain all baseline chains, including -T- line if applicable?
3. Are all chains region free?
4. Is the top of rail dtm shots included?